Integrated Information for Iowa

e PROCUREMENT

AT A GLANCE

e-Procurement seamlessly manages procurement through a simplified, integrated electronic process for buyers and vendors. This component is fully integrated with all other components of I/3 including:

- Accounts Payable
- Fixed Assets
- Inventory

The six steps of the procurement cycle are organized in and managed from a virtual folder that contains all documents. Not all six steps are required.

1. Requisition –request from external or internal vendors and master agreements
2. Solicitation – request for information or proposal, quote, bid, best and final offer, surplus, reverse auction
3. Solicitation Response – closing date and time, self-service for registered vendors, recording, amend or cancel posted solicitation
4. Evaluation – criteria, terms and conditions
5. Award – purchase and delivery orders, contracts, master contracts
6. Post Award – receipts and invoices, vendor performance, contract renewals/terminations

TAKE NOTE

1. The system is based on best practices for government procurement. This was key in the review and selection process.
2. The system is cutting edge and e-procurement is being successfully used in other states.
3. Full use of I/3 capabilities results in a best-practices procurement system that:
   - is paperless
   - automates notices and approvals
   - provides real time information
   - enhances accountability by tracking and monitoring activities and performance
   - aggregates purchasing power
   - provides self-service
4. Planning assumes agency and vendor involvement.

QUESTIONS?

Julie Economaki
515.242.6118
julie.economaki@iowa.gov

Gary Wang
515.242.5108, Ext. 1
gary.wang@iowa.gov

THE IMPACT

MANAGERS

If you are involved in approving purchases, e-Procurement will automatically and electronically forward the documents to you. When you electronically approve the document, it continues through the procurement cycle.

If you are a supervisor, the workload management feature will help you manage the staff resources available to meet demand and manage buyer performance. e-Procurement also enables you to track and manage vendor performance.

VENDORS

The e-Procurement Vendor Self-Service allows vendors to register on-line, identifying the commodities and services they provide. Vendors can search for business opportunities and respond to solicitations. Once a vendor registers and is qualified, the vendor can receive automated e-mails notifying them of opportunities and awards.

SO FAR

Efforts have focused on figuring out what it will take "to get there from here." This implementation analysis includes:

1. Defining current centralized IFAS processes:
   - General purchasing
   - Design and construction procurement
   - Fleet procurement
   - Printing procurement
   - Information technology procurement

   Analysis of the current system and documentation reviews supplemented site visits at DGS, ITD, and representative agencies that use centralized IFAS processes, including a smaller administrative department (Elder Affairs), a department with central and field offices (DNR), and an institution (Fort Dodge Correctional Facility).

2. Recommending new processes based on best practices supported by the I/3 system.

3. Identifying and analyzing issues to be addressed for successful implementation.

COMING SOON

February
- Complete the *I/3 Procurement Implementation Analysis* for review and comment.

- Hold focus groups that are open to all users.

- Continue analyzing implementation issues.

- Continue prototype testing.

March
- Continue focus groups, analyses and prototype testing.

- Adjust implementation plans based on prototype and focus group results.

- Resolve the issues identified in the implementation analysis phase.

- Begin set up.

02/06/03